

# EXECUTIVE SECRETARIAT

## Routing Slip

TO:		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI				
3	EXDIR				
4	D/ICS				
5	DDI				
6	DDA	✓			
7	DDO				
8	DDS&T				
9	Chm/NIC				
10	GC				
11	IG				
12	Compt				
13	D/EEO				
14	D/Pers				
15	D/OEA				
16	C/PAD/OEA				
17	SA/IA				
18	AO/DCI				
19	C/IPD/OIS				
20					
21					
22					
SUSPENSE		Date			

Remarks:

10/13/83  
Date

## ROUTING AND TRANSMITTAL SLIP

Date

14 OCT 1983

TO: (Name, office symbol, room number, building, Agency/Post)

Initials

Date

1. ADDA

2.

3. Chief, Safety Staff

4.

5.

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

## REMARKS

3 - For your action.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

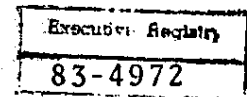
Room No.—Bldg.

EO/DDA, 7D-18 Hqs.

Phone No.

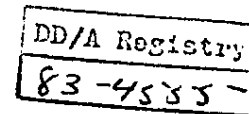
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OPTIONAL FORM 41 (Rev. 7-76)  
Prescribed by GSA  
FPMR (41 CFR) 101-11.600



THE WHITE HOUSE  
WASHINGTON

October 11, 1983



MEMORANDUM FOR HEADS OF DEPARTMENTS AND AGENCIES

SUBJECT: FEDERAL OCCUPATIONAL SAFETY AND HEALTH

The rising number of injury and illness claims from Federal employees has meant increased human suffering, a loss of valuable services from injured employees, and increased costs for compensation payments, which are rapidly approaching a billion dollars each year.

We must make the Federal government an example in occupational safety and health. We cannot allow conditions to exist in our own workplaces which would be unacceptable in the private sector.

On December 9, 1982, I asked you to review your safety program, take every step possible to reduce injuries, and make sure that you and your staff are committed to safety.

In the interest of protecting Federal employees, I am now setting a government-wide goal of three percent per year for the reduction of workplace injuries. The goal will be in effect for five years, starting with Fiscal Year 1984, and will cover both injury and occupational health claims.

Establishing this goal gives us a standard against which to measure progress. Specific goals for agencies will be worked out with the Occupational Safety and Health Administration of the Department of Labor.

I look forward to recognizing your safety and health accomplishments at a Presidential Awards Program next year.

*Ronald Reagan*

